



PRE-APPLICATION INFORMATION FORM

Please fill out this form as best you can and return to the City Planning Office **5 days prior** to your pre-application meeting. If you have any problems filling out this form, please call the **City Planning Office at 447-8490** and we will be happy to assist you.

PLEASE CHECK ONE: **SUBDIVISION** **NON-SUBDIVISION**

1. Name of Applicant _____
Name of Property Owner (if different) _____
Address/City/State/Zip _____
Email _____ Phone(s) work _____ home _____

2. Contact person _____ Phone(s) work _____ home _____
Email _____

3. Location (general description) _____
Please provide a general vicinity map, showing existing streets, north arrow and the proposed location of the site.

4. Describe land use proposal (CUP, zone change, etc) _____

5. What, if any, is the existing zoning? _____

6. Do you plan to hire an engineer? _____ yes _____ no
Do you plan to hire a surveyor? _____ yes _____ no

7. Are you aware of any site conditions that may affect development? _____

8. Describe proposed water and sewer system _____

9. Describe proposed streets/access _____

10. Do you intend to apply for a variance? _____

11. Describe drainage provisions (if applicable) _____

For Subdivision Pre-Application Conference, please complete the following additional information:

12. Name of proposed subdivision _____

13. Number and size of lots _____ Approximate size of subdivision _____

14. How do you intend to meet the park dedication requirement? _____ cash donation _____ park dedication
_____ combination _____ n/a

Please include a sketch of the proposed subdivision showing the layout of the existing streets in relation to the site.

SUBDIVISION PRE-APPLICATION CONFERENCE

- A. Prior to submitting a preliminary plat application, a subdivider for a subdivision shall consult with the planning division of the community development department to become familiar with the city's subdivision application requirements and review process. The subdivider shall attend a pre-application meeting prior to submitting a subdivision application or resubmitting a previously submitted subdivision application that has material changes or amendments made by the subdivider after the original application has been determined by the city to contain required elements and sufficient information.
- B. In order to make the pre-application meeting productive, subdividers should provide as much of the following information as possible:
1. Names and addresses of the subdivider and the owner of the tract proposed to be subdivided;
 2. Name of proposed subdivision;
 3. Location of tract to be subdivided;
 4. Existing zoning of the tract to be subdivided;
 5. Number and size of proposed subdivided lots;
 6. Size of the proposed subdivision;
 7. State whether an engineer and surveyor have been retained;
 8. Proposed water system;
 9. Proposed sewage system;
 10. Proposed streets;
 11. Whether the subdivider intends to apply for a zone change, zoning variance, or subdivision regulation variance;
 12. Description of any physical and environmental site conditions affecting development, including water bodies, floodplains, geological hazards, and high fire risk areas;
 13. Drainage provisions;
 14. Proposed special maintenance or improvement districts;
 15. Proposed park dedication;
 16. Legible drawing of proposed subdivision showing layout of existing streets in relationship to proposed improvements and topography of tract, if possible; drawing does not need to be to scale;
 17. A general vicinity map showing existing streets and north arrow;
 18. Nearest existing water and wastewater mains to the property, and type, size, and location of existing wastewater treatment facilities, including septic systems;
 19. Existing structures on the property;
 20. Existing easements and rights of way on the property;
 21. Existing and proposed covenants or deed restrictions;

- 22. Ownership information showing legal title and authority to subdivide;
 - 23. Water rights, including the type, uses, and ownership; and
 - 24. Show location of agricultural water facilities, diversion points, and places of use.
- C. The city will make available to the subdivider at the pre-application meeting a list of public utilities; local, state, and federal agencies; and any other entities that may have a substantial interest in the proposed subdivision and that may be contacted for comment on the subdivision application and the time frames that the utilities, agencies, and entities are given to respond.
- D. For informational purposes only, the state laws, local regulations, and growth policy provisions that may apply to the subdivision review process will be identified at the pre-application meeting.
- E. The pr-eapplication meeting will be scheduled within thirty (30) days after the subdivider submits a written request for a pre-application meeting and submits the pre-application materials to the city.
- F. A subdivision application must be submitted within one hundred eighty (180) days of the pre-application meeting. If an application is not submitted within that time frame, the subdivider must request a new pre-application meeting prior to submitting the subdivision application. (Ord. 3065, 10-16-2006)

Applicable laws and regulations

The following are state laws, local regulations, growth policy provisions and other documents that may apply to the subdivision review process; this is for informational purposes only per MCA 76-3-504 (1)(q)(ii).

- Montana Code Annotated: including but not limited to Title 76 – Chapter 3
- Administrative Rules of Montana: including but not limited to Title 8, Chapter 94, Sub-chapter 30
- City of Helena City Code: including but not limited to
 - Title 6 Public Utilities
 - Title 7 Public Ways
 - Title 11 Zoning, and
 - Title 12 Subdivision Regulations
- 2011 City of Helena Growth Policy
- Greater Helena Area Transportation Plan – 2004 Update
- 2011 City of Helena Comprehensive Parks, Recreation and Open Space Plan
- City of Helena Engineering Standards
- South Hills Planning Study – 1985
- Helena West Side Infrastructure Study – 2001

Comment Contact List

The following entities may be contacted for comments on proposed subdivisions. The City requests these entities respond within 2 weeks of receiving the City's "Request for comment." Although the City requests that these entities respond within 2 weeks, they may comment at any time during the subdivision review process. Applications for subdivision review will not be delayed if these entities do not respond within the review period. MCA 76-3-504 (1)(q)(iii)

- CenturyLink Communications (formerly Qwest)
- Optimum Communications (formerly Bresnan)
- City of East Helena
- City of Helena
- East Helena Public Schools
- Fort Harrison
- Helena Citizen's Council (HCC)
- Helena Regional Airport
- Helena School District
- Helena Valley Irrigation District
- Jefferson County
- Lewis and Clark County
- Lewis and Clark County Water Quality Protection District
- Lewis and Clark County Soil Conservation District
- Montana Department of Environmental Quality (maintains a list of public water supply source water protection areas)
- Montana Department of Fish, Wildlife and Parks
- Montana Department of Natural Resources and Conservation (Floodplain Management Section Montana Department of Transportation)
- Montana Land Reliance
- Montana Natural Heritage Program
- NorthWestern Energy
- St. Peter's Ambulance Service
- State Historic Preservation Office; City-County Historic Preservation Office
- Three Rivers Communications
- U.S. Army Corps of Engineers
- U.S. Bureau of Land Management
- U.S. Bureau of Reclamation
- U.S. Environmental Protection Agency
- U.S. Fish and Wildlife Service
- U.S. Forest Service
- U.S. Geological Survey, Water Resources Division
- U.S. Post Office
- Yellowstone Pipe Line Co.

